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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Safety Division/OMS Briefing - 4 November 1988

DD/A Registry

88-2349X

FROM:

Gary E. Foster  
D/MS 1D4061 Hqs.

EXTENSION

NO.

DATE

3 November 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA

3 NOV 1988

[Signature]

Rae -

2.

On Friday you'll visit the  
OMS Safety Division [ ]

3.

DDA Registry

We'd rather talk projects and  
issues than structures. Here's  
some background about the Division  
for context

4.

5.

Gary E. Foster

6.

Attachment

cc: ADDA

7.

Room 3N37 [ ]

8.

9.

12-1

10.

11.

12.

13.

14.

15.

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Logs-12-AR

PERSONNEL

25X1 We have [ ] 4  
vacancies (in process), an Administrative Assistant, Secretary  
and Clerk.

25X1 Fire Protection Engineers [ ] 1 vacancy  
1 on rotation to RECD/OL  
(Degree-Md.)

Fire Protection Systems Technician-1 vacancy

25X1 Industrial Hygienist [ ] 2 vacancies  
BS degree (Industrial Hygiene, Occupational  
Health, Environmental Health, Natural Science)

25X1 Safety Officers [ ]  
25X1 [ ]  
BS degree (Fire Science, Industrial Safety,  
Fire Protection) AA-on the job

Safety Assistant-Experience-on the job  
Training Assistant-Experience-on the job

Administrative Assistant  
Secretary  
Clerk

25X1 An additional [ ] Component Safety Officers have safety  
responsibilities and are given a limited amount of safety  
training (5-day Basic and 3-day Advanced Safety Courses)

25X1



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## SAFETY DIVISION

### PRIMARY OBJECTIVE

~~Implement an overall effective and comprehensive Occupational Safety and Health Program for the CIA in compliance with provisions of federal statutes.~~

### FEDERAL STATUTES

1. Public Law 91-596, Occupational Safety and Health Act of 1970, Section 19, "Federal Agency Safety Programs and Responsibilities."
2. Section 7902, Title 5, United States Code.
3. Executive Order 12196, February 26, 1980, "Occupational Safety and Health Programs for Federal Employees."
4. 29 CFR 1960, February 1, 1984, (revised) "Occupational Safety and Health for the Federal Employee."

### CIA REGULATIONS

STAT

## OPERATIONS BRANCH

### OBJECTIVE

The objective of the Operations Branch is to ensure that the Agency's Safety and Health Program is maintained following guidelines provided in Title 29, Code of Federal Regulations, Part 1960, Subparts C (Standards), D (Inspection and Abatement), H (Training), I (Recordkeeping and Reporting Requirements) and J (Evaluation of Occupational Safety and Health Program).

### PRIMARY FUNCTIONS:

1. Assure that periodic inspections of all Agency workplaces are performed by qualified personnel with equipment to recognize hazards. Each of the Agency's facilities and workplaces shall be evaluated at least annually.
2. Provide safety and health training for supervisory employees, employees responsible for conducting occupational safety and health inspections, all members of occupational safety and health committees where established, and other employees.
3. Operate an occupational safety and health management information system which shall include as a minimum the maintenance of such records and submission of such reports as the Secretary of Labor may require.
4. Establish and maintain an effective motor vehicle safety program in coordination with the Office of Logistics as appropriate. The program shall be in accordance with applicable federal regulations and guidelines designed to reduce motor vehicle accidents and the resulting deaths, injuries, and property damage.
5. Determine, through investigation, the causative factors of accidents and injuries involving Agency personnel, property and equipment, and submit investigative reports to appropriate officials.
6. Assure response to employee reports of hazardous conditions and conduct inspections within 24 hours for imminent dangers, three working days for potential serious conditions, and 20 working days for other conditions. Assure the right to anonymity of those making the reports.

ENVIRONMENTAL AND OCCUPATIONAL HEALTH BRANCH

OBJECTIVE

Implement occupational health, environmental health, industrial hygiene, asbestos abatement and radiation protection programs to ensure work environments of CIA employees are free of health hazards and that the activities of the CIA do not adversely affect the environment or health of the public. These programs will comply with standards of federal statutes, supplemented by applicable state and local regulations.

PRIMARY FUNCTIONS

1. Conduct detailed studies to identify and correct existing and potential health hazards caused by chemical, biological or physical agents.
2. Maintain files of hazardous materials, their locations, use, necessary precautions, first aid procedures, evacuation procedures, fire control procedures, and spill cleanup procedures and recordkeeping requirements imposed by the numerous regulatory agencies and necessary to monitor the progress of the Branch program.
3. Coordinate the Agency Environmental Health program with emphasis in the following areas:
  - a. Ensure that chemical wastes are transported and disposed of in accordance with all applicable regulations. That Agency personnel responsible for disposing of hazardous waste have the appropriate storage and disposal permits and numbers, and are aware of the requirements from the Department of Transportation and the Environmental Protection Agency.
  - b. Ensure that all stack emissions from fossil fuel burning facilities meet all state, federal and local requirements.
4. Investigate employee complaints and suggestions regarding health hazards in the work place and illnesses which are alleged to have been caused by occupational conditions.
5. Conduct annual Occupational Safety and Health inspections, and evaluations of those facilities, domestic and foreign, that are considered high potential health hazard areas.
6. Implement the Asbestos Abatement Program and the Agency's policies on hearing and personal protective equipment.

FIRE PROTECTION ENGINEERING BRANCH

OBJECTIVE

Implement an effective fire protection and prevention program that meets requirements of applicable federal, state and local standards and regulations to ensure that the places and conditions of employment of CIA employees are free of recognized fire hazards.

PRIMARY FUNCTIONS

1. Review, evaluate, and approve plans and specifications for new construction and renovations to ensure compliance with Agency fire protection and life safety regulations.
2. Prepare preliminary cost estimates and scopes of work for fire protection design projects.
3. Conduct fire protection engineering surveys and prepare survey reports for Agency owned or occupied facilities worldwide.
4. Inspect and test for acceptance all fire alarm, fire detection, and fire suppression systems to ensure that they operate in accordance with the contract requirements.
5. Conduct investigations of all fires involving Agency property or equipment in the Headquarters area and of fires involving fatalities or large monetary losses worldwide. Assist, as requested, government officials such as Department of State and General Services Administration, in the investigation of major fires or suspected arson involving areas where Agency facilities are co-located with those of the requesting officials.
6. Attend project design meetings with various Agency components to advise them of fire protection and safety requirements for new construction and major renovations.
7. Review engineering studies, plans, and specifications for new construction and renovation projects managed by the Department of State to ensure that the Agency's fire protection and life safety requirements have been satisfied.
8. Administer the emergency evacuation program for Agency buildings in the Headquarters area.
9. Assist in the training program of the Operations Branch by providing instruction in the safety course as well as special courses in regard to fire prevention and protection, use of fire extinguishers, and applicable codes.